Hardin County 4-H & Clover Kids Family Fair Entry

FFA Entries – view FFA Entries Help Sheet

Important Reminders:

- **ENTRY DEADLINES:**
  *ANIMALS: 4-H and FFA animal entries due by 4:30 p.m. on June 15th.
  *STACTIC: Static Entries are due online by 4:30 PM on June 29. Entry Fee will be collected at conference judging check-in when 4-Hers receive their entry tags.
  *LATE ENTRIES WILL NOT BE ACCEPTED!!
- Clover Kids are not required to enter exhibits online see Fair Book for details.
- Recommended browsers: Google Chrome or Mozilla Firefox. Older versions of Internet Explorer may cause unexpected results.
- Register all entries for each exhibitor in the family before proceeding to the Payment section.
- Be sure to click the "Submit" button when you have completed your entries. Entries are not final until they have been submitted.
- Check your email inbox for a confirmation email with a list of your entries and any related fees.
- You will receive a second email when your entries have been approved by your fair.

PART 1: Getting Started 1. Go to https://hardin.fairentry.com. 2. Select the "Sign in with your 4-HOnline account" option – the **GREEN** box.	4H Online 4-H Enrollment and Event Registration Choose a 4-H Organization... Choose a Role... Sign in with 4HOnline
3. A separate box will pop up where you can enter the login email address and password from your 4HOnline account. *(If you don't remember your password, you will need to select the "I forgot my password" option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)* 4. Click the "Login" box.	Iowa 4H Enrollment ○ I have a profile ○ I forgot my password Email: [ ] Password: [ ] Role: Family ▼ [Login]
5. Click "Begin Registration"	Welcome! We noticed you haven't yet registered for the fair. Begin Registration ❯

PART 2: Exhibitor Information

1. Choose to register an individual.

2. Select the dot next to the name of the 4-H'er you would like to register and then click the green "**continue**" box.

3. You will be taken to Step 4 of the progress bar, a page with instructions followed by some questions. *READ THIS CAREFULLY*. You will now be asked how many animals of each species you plan to bring. This will calculate your fee. If you do not show that species, type in a "0".

Click **Continue** at the bottom when you are finished. You will only be asked these once per exhibitor. Answer them NOW.

4. Step 5 of the progress bar allows meat and dairy animal exhibitors to download their YQCA certificate. This in only necessary to do if you took the YQCA course online and **HAVE NOT YET** submitted it to the Extension Office.

Click **Continue** at the bottom when you are finished.

5. Scroll up to the top, and review your exhibitor information. If any information is incorrect, click the green **Edit** button in the appropriate group to change it. When all information is correct, click **Continue to Entries**.

PART 3: Creating Entries

One entry must be made for each exhibit, animal, class, etc. For example, if an exhibitor is bringing 2 photographs, two entries into the photography class must be created. If an exhibitor is showing one horse in 5 events, five class entries must be created. Once all entries have been created for the first exhibitor, you have the choice of creating another exhibitor in this family (and making their entries) or proceeding to check-out.

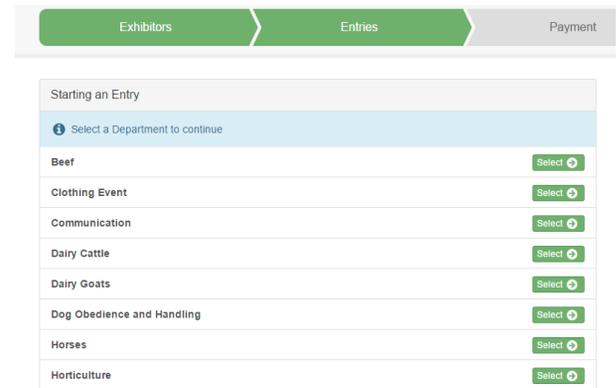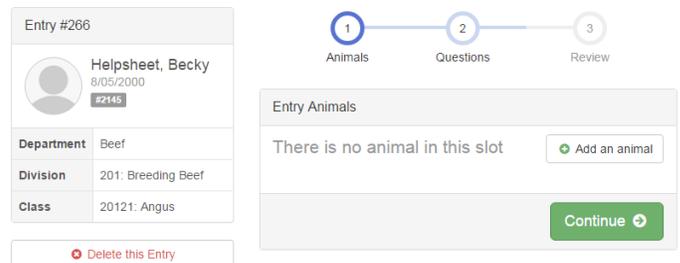|	
1. Click **Add an Entry** beside the correct exhibitor (if more than one has been created).	Exhibitors > Entries > Payment $0.00 There are 0 entries belonging to 1 exhibitor in this invoice. Helpsheet, Becky — 0 Entries **Add an Entry**
2. Click **Select** beside the first department you wish to enter. Any departments that are not available for entry will be noted as "Not Available" with a short explanation. 3. After you select a department, you will see a list of divisions to select from, and then a list of available classes. *Also notice that there are blue "Change" links in case you mistakenly select an incorrect department, division, or class.* **Llama exhibitors – choose the Pets Department.** 4. After you have selected the class, click the green **Continue** button. If prompted, select your club and hit **Continue** once again.	Exhibitors > Entries > Payment Starting an Entry Select a Department to continue Beef Select Clothing Event Select Communication Select Dairy Cattle Select Dairy Goats Select Dog Obedience and Handling Select Horses Select Horticulture Select
5. **Special notes for <u>Animal Entries</u>**. For some classes you may be prompted to enter a specific animal. Market Beef is one example where you will need to select **"Add an Animal".** You will then need to select an animal that was ID-d in 4HOnline and will need to choose an "Existing Animal Record". Select the animal from the animal ID's that carried over from 4HOnline. For some animals, like Bottle Calves, you would choose to **Enter a New Animal Record**. For other animals, like swine and sheep, you will be instructed to ID your animals at fair check-in. Please follow instructions given. 6. When the animal you choose is correct, click **Continue**.	Entry #266 Helpsheet, Becky 8/05/2000 #2145 Department Beef Division 201: Breeding Beef Class 20121: Angus ⊗ Delete this Entry ① Animals ② Questions ③ Review Entry Animals There is no animal in this slot ⊕ Add an animal Continue ➜

7. Any questions or file uploads related to entry in this class will be next. Click **Continue** after answering those questions or uploading documents.

8. The Review screen allows you to double check this entry for accuracy, and make any changes necessary. When the information is correct, click **Continue** and that class entry is complete.

9. When each class entry is complete, you have 3 choices for what to do next:
   a. If all class entries have been completed for one exhibitor, you can **Register another Exhibitor** in this family.
   b. If this exhibitor has more class entries to make, you can **Add another Entry for this Exhibitor**.
If all entries for all exhibitors in the family have been completed, **Continue to Payment** to finalize and submit your entries.
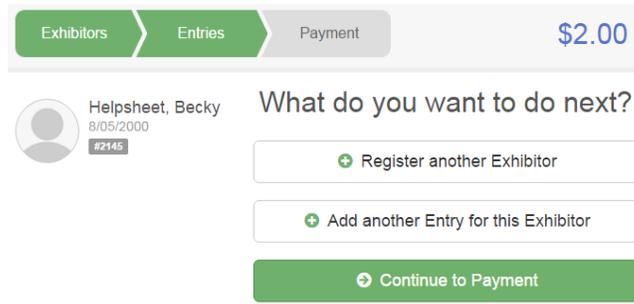
10. Review your entries for completeness and accuracy. *Notice the **Summary and Detail** buttons at the top of the list on the right.* If there are errors, click on the green **Entries** section at the top of the page. Click **Continue** when all information is correct.

11. Print your invoice and include it with your payment. Pay by check – Make your check payable to Hardin County Agricultural Society. Mail your check to Hardin County Extension Office, 524 Lawler, Iowa Falls, IA 50126.

Static Entry fees will be collected at Conference Judging check-in.
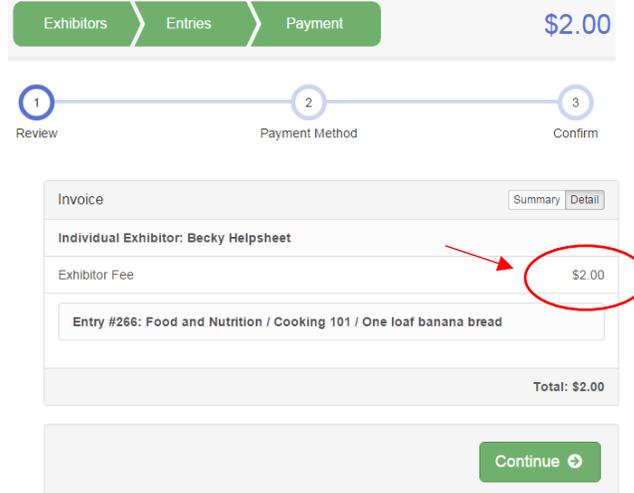
You will receive an email from Fair Entry after your entry has been submitted. **If you do not receive this email (check your junk mail), you have NOT submitted your entry correctly.**

You will also receive an email from Fair Entry letting you know if your entry was approved or rejected by the Extension Staff. You are now able to make additional entries. If part of a previous entry was rejected, a reason will be listed and you will be able to log in and fix the problem before submitting that entry again.

Please contact the Hardin County Extension Office if you have any problems with this process at 641-648-4850 or hardman@iastate.edu.